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ABSTRACT

Intended for deaf individuals, the booklet provides information on services provided by the public library. Covered, in question and answer format, are the following areas: definition of library, what kind of people use the library, library services for children, reference books, location of books using the catalog, newspapers, audiovisual materials, and deaf interpreters. Appended are a sample catalog card, added entry cards, the Dewey decimal classification outline, Library of Congress classification outline, sample reference questions, a message from the "Deaf Awareness Handbook for Public Librarians," and suggestions for further reading on using the library. (SB)

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the public library talks to you

BY ALICE HAGEMEYER

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The public library talks to you

BY ALICE HAGEMEYER

Illustrated By **Ruth Peterson**

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DEDICATION

Dedicated to deaf people everywhere, especially my beloved husband and son. . . and to our hearing daughter who likes to think herself deaf, too.

AKNOWLEDGEMENTS

The author wishes to express sincere thanks to librarians at Martin Luther King Memorial Library in Washington, D.C., who furnished her with typical reference questions that people have asked. The examples in this booklet should help library non-users in requesting information on any subject.

She also appreciates help from her advisor, Bill Wilson, Librarian and Lecturer at the College of Library and Information Services at University of Maryland, who previously assisted her with *Deaf Awareness Handbook for Public Librarians.* Bill, like many other librarians, has a deep interest in making everyone aware of the importance of deaf people making use of the public library.

Special thanks are extended to Frank Turk of Gallaudet College for his willingness to spare some of his valuable time in editing the draft of this booklet and in offering constructive suggestions and advice.

A great factor in making this work enjoyable is the art work by Ruth Peterson, a local artist. This writer is indebted to her for her interest and willingness to share in this work.

FOREWORD

This book is written especially for people of the silent minority who were never provided the opportunity to learn something about their public library at school or at home. Even now, many educated deaf people are still unaware of library services. Those of you who do know about public libraries avoid them for one reason or another. Perhaps you just do not care for reading books; or you do not feel at ease in a strange place and do not like to ask questions. I know there are many of you who find it much easier to buy books and magazines or to show captioned films at home. Some of you are concerned about how to ask questions, or that since your speech or lipreading skills are not so good, the librarians may have no patience with you.

You are not alone. There are millions of hearing people who do not use public libraries, and they have problems, too—some similar to yours. However, public libraries all over the nation want to educate everyone about their many, many wonderful services.

I graduated from Gallaudet College in 1957 with a Bachelor's degree in Library Science and since then, I have been employed by the Public Library in Washington, D.C. During these years I have enjoyed telling some of you about my work because I wanted you to use your library, too. I have talked with people, who were frustrated with high repair bills, ailing plants, or a poor bridge game, concerned with problems with children or with sex, tired of boring hobbies, foreign dishes that flop, or dull vacations. Many of them were surprised when I mentioned that the library could help solve such problems.

You may spend a lot of your money buying books, magazines, maps, travel guides, phonograph records, framed pictures, and films, without ever realizing that you could borrow any or all of these things from your library. You may feel, "Why fight traffic?" or "I have no time to drive to the library." The answer to those concerns is simple—you do not have to visit your library; you may telephone the library for information on any subject. Hearing people have been doing this for years. The teletypewriter (TTY) service now makes it possible for deaf persons to do this as well.

FOREWORD (Continued)

I feel unhappy when I think of the many good services you may be unaware of. I am hurt when your attitude shows, "I do not care!"

I have felt I must do something. Talking to my friends everywhere about the library is not enough; to some of you the subject of the library may have been boring.

I decided to further my training with the help of an interpreter by working for a master's degree in Library and Information Services in order to become a professional librarian and share my knowledge with you. Like my co-workers at the library the students in my classes had never met a deaf person before. Deaf people must educate hearing people, including librarians, that the needs are the same for everyone. With a little understanding, the problems of communication can be easily overcome.

The D.C. Public Library had a Deaf Awareness Week early in December, 1974. The programs held that week not only broke barriers locally, but spread the word across the country about the TTY, which was installed in our library during Deaf Awareness Week. Many libraries all over the nation have since expressed interest in providing services to the hearing impaired. Many have written asking us about our programs and how they can provide similar services in their areas.

Special provisions for deaf or hearing impaired persons are not yet available in all libraries. If you, after reading this book, were to visit your local library, you might find it is unaware of the problems of deaf persons in the community. It might not know about the TTY or captioned films. If that is the case, do not be discouraged. Rome was not built in a day! Suggest that the librarian read my *Deaf Awareness Handbook for Public Librarians.**

Improved services can be up to you. You should come forward and offer your help in any way. Start off by donating materials you may have about the deaf and deafness. The library budget may be limited in some places; however, if many deaf people express an interest in using the

*You may obtain a copy at D.C. Public Library, 9th and G St. N.W., Washington, D.C. 20001

FOREWORD (Continued)

library and its services, interpreters can probably be arranged. You should talk over those needs with your librarian. You might form a club so that you can be in a group with the hearing to enjoy interpreted programs at the library. Also, such a group of deaf people could qualify for captioned film showings at the library. You may be able to help the librarian with ordering a TTY, if your library does not own one yet. Remember, everyone has a right to communicate and to receive information service at the library. Remember, also, even if the library does not provide special services, you can still use it like anyone else at any time.

Let's turn the page where the rich world of learning and enjoyment is now awaiting you.

BOOKS • MAGAZINES • BROCHURES • FILMS • RECORDS
ARTS • EXHIBITS • ANNOUNCEMENTS of EVENTS
CLASSES for ALL AGES • LECTURES • MEETINGS
KITS for HEARING IMPAIRED CHILDREN
BOOKMOBILES • INFORMATION
P. L.
"POT - O - GOLD"
A WONDERFUL WORLD OF FUN AND EDUCATION!
LIBRARY MATERIALS for STUDENTS
PROGRAMS for ALL AGES • HOME BOUND SERVICES
ROOMS for MEETINGS, WORKSHOPS • DISPLAYS
FRAMED PICTURES • EDUCATIONAL TOYS • GAMES • CONTESTS
LIBRARY MATERIALS IN FOREIGN LANGUAGES AND for the BLIND

THE PUBLIC LIBRARY TALKS TO YOU

WHAT IS A PUBLIC LIBRARY?

It may be in a big building or a small room or even a truck. No matter what the size or where it is located, every public library has the same goal — providing information service to people for learning and for enjoyment.

WHAT IS THE MEANING OF THE WORD "LIBRARY?"

The word "library" comes from the latin word "liber," which means book. Years ago, a library was a place for books. Now a library has many things: books, magazines, newspaper articles, reference materials, films, slides, posters, framed art reproductions, educational toys, as well as facilities for educational lectures, meetings, and movies.

WHAT IS THE HISTORY OF PUBLIC LIBRARIES?

Over 100 years ago there were no public libraries. If you wanted to read a book, you either had to buy it or you had to join a library where you paid for the use of the books. In those days only people who could afford to pay could belong. The first free public libraries were established in New England in the early 1800's. They spread across the country through the efforts of women's clubs, parents, civic leaders and the beneficence of Andrew Carnegie.

WHO PAYS FOR IT?

Everyone does. The library is supported by your taxes. Library services are not "free." You should use your library to get a fair return for your money.

HOW CAN I USE IT?

Go to the library and just browse around at first. If you have any questions, go to the information desk. Ask how you can register for a library card.

HOW CAN I BECOME ELIGIBLE TO USE THE LIBRARY?

You are generally eligible to use a public library if you live, work or go to school in the area served by the library system.

WHAT KIND OF INFORMATION DO I GIVE ON THE LIBRARY CARD?

LIBRARY CARD APPLICATION FORM

NAME: _____

ADDRESS: _____

_____

PLACE OF EMPLOYMENT: _____

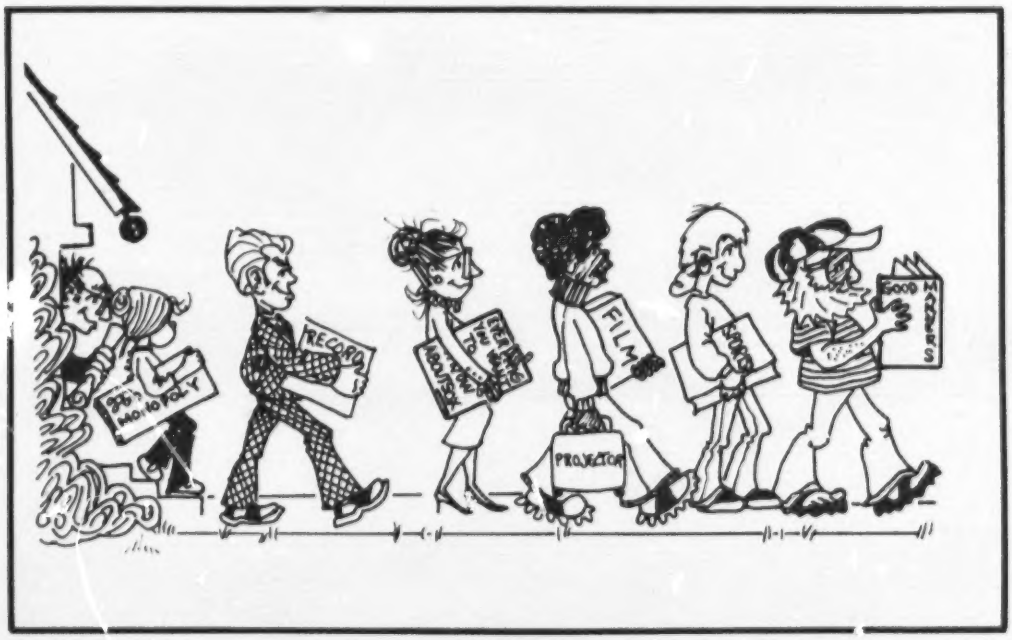
PHONE: _____ EXPIRATION DATE: _____

YOUR SIGNATURE: _____

You will be asked to give information about your employment or your school, if you are a student, in addition to your name, home address and phone number (TTY) and your signature. A child is required to give his or her grade, age, and the names of his or her parents. A child's library card must be signed by his or her parents.

WHEN IS THE LIBRARY OPEN?

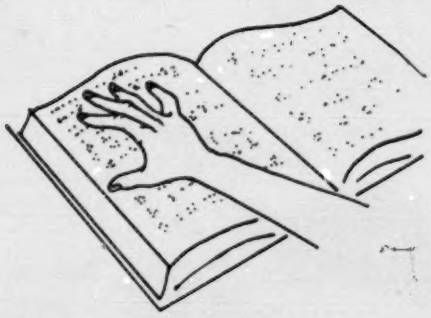
Library hours vary from library to library so it is best that you check with your local library. Most are open in the evenings and on Saturday; some are also open on Sunday. Libraries are usually open from 9:00 a.m. until 9:00 p.m. on weekdays. Some libraries stay open until midnight; a few may offer 24-hour service.



WHO OR WHAT KIND OF PEOPLE USE THE PUBLIC LIBRARY?

All types of people use the library—students and teachers; youngsters and oldsters; unemployed and employed; educated and uneducated; politicians, policemen, storekeepers, newspaper reporters, cab drivers, carpenters, salesmen, retirees; blind and physically handicapped persons; and persons who do not speak English. Actually anyone and everyone can use the public library.

HOW CAN BLIND AND PHYSICALLY HANDICAPPED PEOPLE USE THE LIBRARY?



The library has "talking books" and record players to use with them. Magazines and books in braille are available. The library also has books in large print for people with poor sight, who cannot use normal print materials. There are automatic page turners for people who cannot move their arms.

WHAT OTHER SPECIAL SERVICES DOES THE LIBRARY PROVIDE?

Librarians go to institutions, such as prisons, to arrange film showings. Discussion groups, information service, and reading materials are made available to institutionalized people. Librarians also visit homebound people who cannot come to the library at all. The public library provides bookmobile service to many areas.

WHO DOES THE BOOKMOBILE SERVE?

The bookmobile, or "traveling library," carries materials for people of all ages to use. Bookmobiles go to rural schools, country stores, housing developments, military bases, nursing homes, and even to individual farms. In some places, schools for the deaf are regularly visited by bookmobiles.

CAN CHILDREN USE THE LIBRARY?

Of course, they are always welcome.

WHAT DO CHILDREN ENJOY IN THE LIBRARY?

They spend their time in the children's room, which is always a friendly, colorful, and pleasant place. In that room they will find books ranging from fairy tales and animal stories to *Adventures of Tom Sawyer* and *Little Women*. There are books about the earth and the stars and many other non-fiction topics. Children will also find attractive, framed and mounted pictures, magazines, and decorated things hanging on the wall or on tables to amuse the eye and the mind. Fish aquariums always are popular in the children's room. There is a separate catalog that lists books kept in the children's room.

WHAT IS THE MAIN THING TO WHICH CHILDREN LOOK FORWARD?

The Story Hour! It is one of the most popular activities in the children's room. From the collection of stories, the librarian carefully chooses readings best suited for the group.

WHAT OTHER SERVICES DO CHILDREN RECEIVE?

Puppet shows, film showings, book clubs, craft sessions, pet parades, and many other creative and entertaining ways to spend their time are provided.

WHAT IS THE AGE LIMIT FOR CHILDREN USING THE ROOM?

There is no limit. Parents can ask for books to bring home to read to their small children. The librarian usually conducts story telling for children as young as five. Occasionally the library provides a program of stories and games for pre-schoolers, ages 3-5.

DOES THE LIBRARIAN TELL THE STORY IN SIGN LANGUAGE?

Yes, if she knows the sign language. Otherwise, the library may hire someone to interpret the story. More children's librarians are becoming aware of the needs of deaf children. Librarians can arrange film showings that have little or no narration so that deaf children do not feel deprived of something that hearing children enjoy. Activities that deaf children can enjoy with their hearing friends may also be provided.

DO ALL SCHOOLS HAVE LIBRARIES?

They should, even if there is a good public library nearby.

IS EVERYTHING FROM BOOKS TO FILMS IN THE SCHOOL LIBRARY AND IN THE PUBLIC LIBRARY BOUGHT WITH TAX MONEY?

For the most part, yes—although some materials are donated by citizens and organizations.

NOW YOU TELL ME! I HAVE BEEN PAYING TAXES FOR MANY YEARS AND HAVE NEVER USED MY LIBRARY.

You are not alone, but that is really not the library's fault! Libraries are trying to interest and educate people about their services through all kinds of publicity.

HOW ABOUT STUDENTS USING PUBLIC LIBRARIES——WHY WOULD THEY USE THEM IF THERE IS A LIBRARY IN THEIR SCHOOL?

A school library is usually smaller and does not have as varied services as a public library. Students may go to the public library to find additional information that they need, to write whatever they are working on. Every school should teach students about the public library. This could mean a lifetime of enjoyment and learning.

DO COLLEGE STUDENTS USE THE PUBLIC LIBRARY, TOO?

Yes. Many have earned their degrees through the help of the library. For example, a student can find the additional information that he needs to write a research or term paper.

I AM NOT A STUDENT SO WHY SHOULD I BOTHER TO COME TO THE LIBRARY? I READ POCKETBOOKS AND MAGAZINES AT HOME.

If you make no move to find out what your public library has to offer, you are missing A LOT!!!

WELL, WHAT HAVE I MISSED, BESIDES ALL THE THINGS YOU HAVE TOLD ME ABOUT LIBRARY SERVICES FOR CHILDREN?

A great deal. You can take advantage of the information service. Should you have an argument with your friend as to who won the Davis Cup in the International Tennis Competition in 1972, you can call the library to find out. Also, suppose that you are trying to recall the name of the first man who walked on the moon; the library is the place to help you. If someone should ask you to give a benefit party at the last minute, you can go to the library to look up a theme for the party and a list of ideas for refreshments, decorations, what to wear, and games. You can borrow posters for decorating your party room and phonograph records for your record player. I also understand you are interested in camping, you. . .

WAIT—SORRY TO INTERRUPT YOU, BUT PLEASE TELL ME ABOUT THE INFORMATION SERVICE.

Every good library has an important section where reference books are kept. Reference librarians, who have special training in the knowledge and use of these information sources, will be able to help you in finding answers to all kinds of questions on travel, on sports, about special activities, or merely to settle a point in an argument.

HOW CAN I CALL THE LIBRARY IF THE LIBRARY DOES NOT HAVE A TTY?

If a sufficient number of deaf people would use the library and its services, the library would recognize the need and obtain a TTY.

WHAT ARE REFERENCE BOOKS?

There are factual books of many types kept in the library for reference purposes. For example:

Dictionaries (for the meaning of words)
Encyclopedias (concerned with people, places and things)
Yearbooks (published every year - serve as supplements to encyclopedia sets, they update information in such fields as science, art, literature, medicine, industry, and sports)
Atlases (collection of maps, pictures and geographic information about the world. Very useful reference books to find the distribution of population, oceans of the world, vegetation throughout the world, rainfall patterns, ocean routes of the world, time zones, etc.)
Almanacs (library's handiest and most useful reference books on all kinds of facts and statistics)
Handbooks (special reference books describing how to do things)
Indexes and bibliographies (guides to help you locate information)
Biographical dictionaries(special reference books giving life and meaning to history by presenting information about famous people)

WHAT ELSE DO PEOPLE CALL FOR, BESIDES FINDING ANSWERS TO REFERENCE QUESTIONS?

They call for information on library hours, for reserving books, and for inquiring about meetings and special programs at the library.

WOULD A LIBRARY THAT HAS A TTY BE WILLING TO ACT AS AN ANSWERING SERVICE OR MAKE CALLS FOR THE DEAF?

Sorry, probably not. Remember the librarians perform friendly, but professional services. The library might be willing to use its TTY for a news service but not for a personal answering service. However, you could discuss the need for an answering service with your librarian. Maybe he will have some good suggestions about how to set up a "hot line" in your area.

WHAT KIND OF QUESTIONS DO PEOPLE CALL THE LIBRARY ABOUT?

I asked the reference librarians where I work for typical questions that people call about daily. Sample questions are listed in the Appendix on page 27. Please remember that a library is a place to find answers to your questions on any subject. Why not ask me any question on anything you want to know right now and I will sho you how you can find books to give you the answer?

OKAY - LET ME THINK --- OH YES, I GOT AN INVITATION TO STAY WITH MY FRIENDS IN CHEYENNE, WYOMING, AT RODEO TIME THIS SUMMER. I WISH I COULD GET SOME INFORMATION ABOUT RODEOS AS I DO NOT KNOW A THING ABOUT THEM. ALSO I'D LIKE SOME INFORMATION ABOUT WYOMING AND CHEYENNE. WHAT KIND OF CLIMATE AND SCENERY DO THEY HAVE THERE?

That's good. I can help you right away. Come with me to the catalog file and we can find materials easily and quickly.

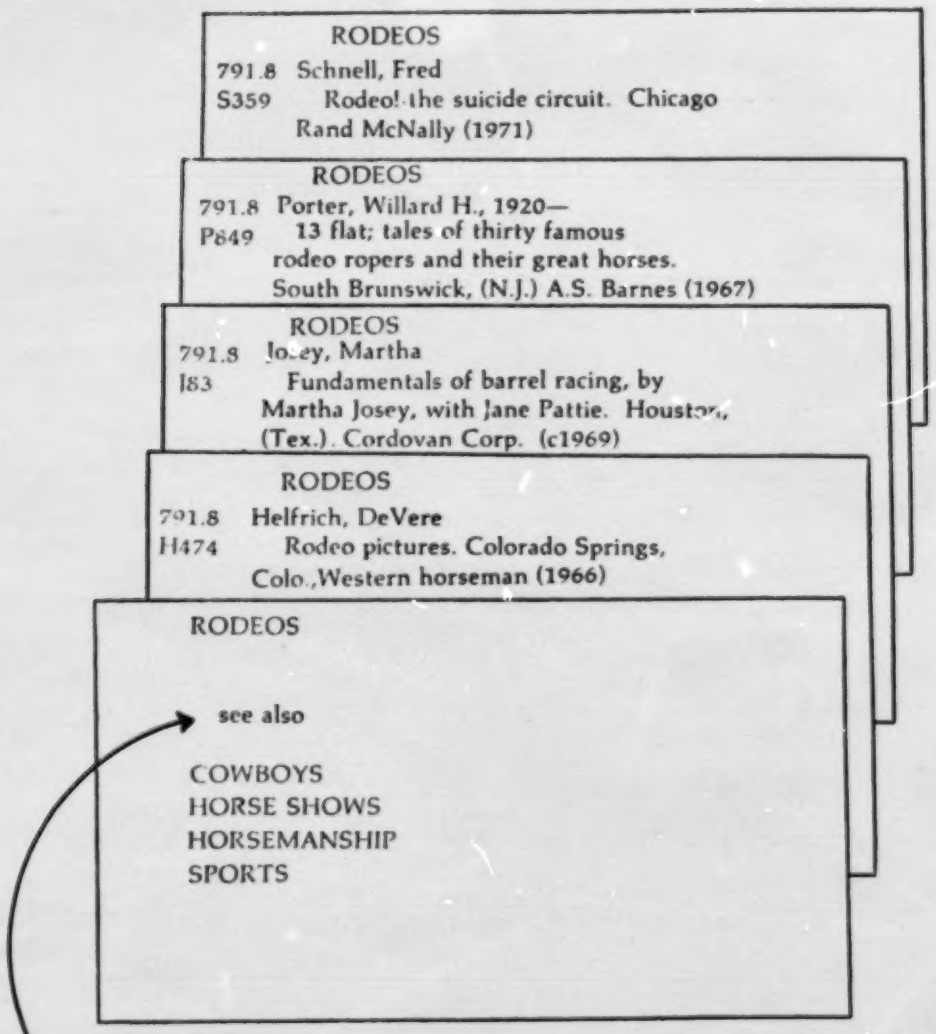
HOW CAN YOU FIND PARTICULAR BOOKS IN THIS HUGE LIBRARY QUICKLY?

Every title contained in the library is listed in the catalog. You can use that catalog, which is arranged in alphabetical order, to find what you want. It works like an index to a book. Some libraries have the catalog in book form and some on cards filed in little drawers.

IF I DON'T HAVE AN AUTHOR OR TITLE IN MIND, HOW CAN I USE THE CATALOG FOR BOOKS ON RODEOS?

You can look up subjects, such as "rodeos," or "Wyoming." Now let me check "rodeos."

I SEE "RODEOS" LISTED ABOVE THE AUTHOR'S NAME ON SEVERAL ENTRIES (OR CARDS):



SAY LOOK AT THAT ENTRY!

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WHAT DOES "SEE ALSO" MEAN?

"See also cards direct a person to additional related subjects in the catalog for further reading. To satisfy you further, you may look under Wyoming. Books about Wyoming usually mention rodeos, a well known sport in that state. We will come back to the catalog if you should not find everything you want to know in those books — such as climate, what clothes you should bring, etc.

I THINK I SEE WHAT I WANT IN THE CATALOG. NOW HOW CAN I LOCATE THE BOOK?

The key to where to look for a book on the shelf is shown in the upper left-hand corner of the entry. Librarians refer to these keys as the "call numbers." The same numbers also appear on the spines or backs of the books.

HOW ARE CALL NUMBERS DECIDED?

Every book is classified according to the subject matter it covers. The class number for rodeos is 791.8, which stands for animal performances. Let me explain with this example:

700	The Arts
790	Recreational and Performing Arts
791	Public Performances
791.8	Animal Performances, including cockfighting, rodeos

As you see, books on rodeos are under 791.8. They are placed together on the same shelf. In this library we use the Dewey Decimal Classification System, known as "Dewey" or "D.D.C." On the second line of the call number is the author number, which helps keep books in order when there are several on the same subject.

DO FICTION BOOKS HAVE CALL NUMBERS?

Books of fiction usually are grouped in a separate section of the library because they are in great demand. Usually they do not have call numbers but are placed on the shelves in alphabetical order according to the last name of the author.

DO ALL LIBRARIES USE THE SAME SYSTEM IN CLASSIFYING BOOKS?

No, there are several codes, but two systems are used most often in public libraries.

WHAT IS THE OTHER SYSTEM?

The Library of Congress (LC) Classification. Like Dewey, subjects are divided into groups.

I FOUND WHAT I WANT IN THE CATALOG, BUT THE BOOK IS NOT ON THE SHELF. WHAT DO I DO NOW?

You should look around for other books with similar numbers (first line). But, if you still insist on a certain book, you can go to the librarian and ask for a reserve card. She will notify you by telephone or mail when your book has been returned by another borrower.

I FOUND WHAT I WANT, AND NOW I WANT TO TAKE THIS BOOK HOME TO READ. I HAVE MY LIBRARY CARD. WHERE DO I GO NOW?

Go to the desk where they check out books. Libraries have different ways of checking books out. Just hand your library card with the book that you want to the person at the desk.

HOW DOES THE LIBRARY KEEP RECORDS OF BOOKS TAKEN OUT?

Most will put your library card, a card from the back of the book, and a date due card together into a machine which takes a picture of them all at once. This microfilm is kept on file until each book is returned.

WHAT WILL BECOME OF THE THREE CARDS?

Your library card will be returned to you with your book. The other two cards are left in the back of the book. The date due card tells you when to return the book.

HOW LONG MAY I KEEP THE BOOK OUT OF THE LIBRARY?

You need to find out at your library. Some allow you two weeks, some four weeks or longer. Some books cannot be taken out at all, while others may be kept for only short periods of time.

HOW MANY BOOKS MAY I TAKE OUT, AND IF I AM NOT THROUGH WITH THEM WHEN THEY ARE DUE, MAY I RENEW THEM?

Your librarian will tell you how many books you are permitted to borrow at one time or if you may renew them. Look for information on the card pocket or book card in the back of your book. You should not take out books marked "Ref" or "Reference." Some books may not be renewed.

WHAT HAPPENS IF I DAMAGE THEM OR DO NOT RETURN THEM?

You know, of course, that once you check out a book you are responsible for getting it back on time and in good condition. If you bring a book back late, your librarian will probably charge you a fine. You may also be fined if you damage your books, and you will have to pay for lost books. Of course, the library would rather have the books returned on time and in good condition than have your money.

HOW MUCH ARE FINES?

Rates vary in different libraries. You should inquire about them before you take books out.

I NOTICE THERE ARE MAGAZINES AND NEWSPAPERS HERE, TOO. I KNOW SOMETIMES ARTICLES ON SOME SUBJECTS CAN BE VERY INTERESTING. ARE THESE LISTED?

Articles from periodicals and newspapers are not indexed in the general library catalog, but there are separate indexes for various groups of periodicals and some newspapers. Almost every library has a typical index - *Readers' Guide to Periodical Literature,* which indexes over 150 popular periodicals by subject and author. It also indexes by title for stories. If you are interested in finding more information on diet in the latest magazine, you can look up information under "Diet."

In just one volume of the Readers' Guide there are 14 articles under "Diet." And there are more under related headings that you can turn to: "Athletes - Nutrition," "Nutrition," or "Vitamins."

Sample:

Heading

DIET

Athlete's doctor's high-nutrition, high-energy, high-action diet. N.J. Smith; S. Dehoog. il Mademoiselle 78:154-5 Ap '74

Bumps off: celluliet diet. il Mademoiselle 78: 158-9 Mar '74

Cancer vs. what you eat. J.E. Bishop il Sci Digest 75:10-14 Mr '74

Diet hotline; New York city lower east side he...n center. H. Eustis. il McCalls 101:54 F '74

Dieting: how to make forbidden foods low-cal; with recipes. D. Eby. il Bet Hom & Gard 52:78-81 F '74

Eater's digest; Jordan-Levitz diet clinic. Time 103:58 Mr 25 '74

Fecal bacter...l - glucuronidase: control by diet. B.S. Reddy and ot...rs. bibl il Science 183:416-17 F 1 '74

GH's new seven-day diet-exercise plan. il Good H 178:68-71 Ja '74

How to cope with calories. J. Mayer. Harp Baz 107:45 Ap '74

How to diet off up to 40 pounds. M.B. Glenn. il Ladies Home J 91:71-2 Ap '74

Keep your weight steady through gardening. R.C. Adams. il Org Gard & Farm 21:82-4 Ap '74

Live-longer diet; Prudent diet. C. Kopecky. Ladies Home J 91:91 F '74

No willpower diet. M. Mercer. il McCalls 101:104-5 Mr '74

Supermarket diet guide: how to eat well without going broke. il Harp Baz 107:108-11 F '74

See also

Athletes—Nutrition

Nutrition

Vitamins

Title of article

Keep your weight steady through gardening.
R.C. Adams, il Org Gard & Farm
21:82-4 Ap '74.

author

volume number: page numbers

name of magazine

date of issue

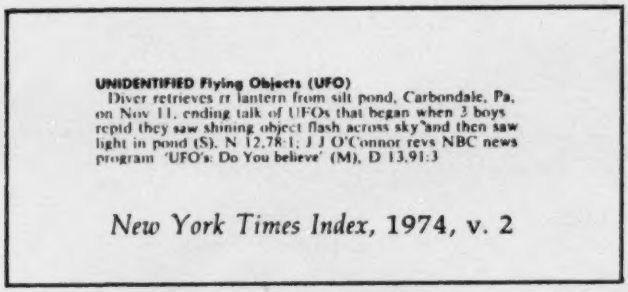
article has illustrations

WHAT ABOUT AN INDEX TO NEWSPAPERS?

Almost all public libraries have the *New York Times Index*, a key to events and topics, published twice every month and annually. You can locate materials from back issues of other newspapers besides the *New York Times*, because most newspapers carry similar stories on approximately the same dates.

I RECALL STORIES ABOUT UFO'S LAST YEAR SOMEWHERE IN PENNSYLVANIA THAT FINALLY CLIMAXED PEOPLE'S EXCITEMENT AFTER MANY MONTHS. I'D LIKE TO READ THOSE ARTICLES FROM THE NEWSPAPER.

I can help you find which day.



UNIDENTIFIED Flying Objects (UFO)
Diver retrieves rr lantern from silt pond, Carbondale, Pa, on Nov 11, ending talk of UFOs that began when 3 boys reptd they saw shining object flash across sky and then saw light in pond (S). N 12,78:1; J J O'Connor revs NBC news program 'UFO's: Do You believe' (M), D 13,91:3

New York Times Index, 1974, v. 2

The year of the reference is understood from the issue of the index. The entry gives the day, month, and date and then the page and column (also section for Sunday papers) for the articles.

SUPPOSE I FOUND ONE PERIODICAL I WOULD LIKE TO READ BUT IT WAS DATED FIVE YEARS AGO. DOES THE LIBRARY SAVE ALL OLD MAGAZINES?

Yes, most magazines are bound and kept as "reference" or non-circulating volumes.

WHAT ABOUT NEWSPAPERS?

Most libraries keep back issues of major newspapers on microfilm to save storage space. The *New York Times* provides microfilm copies of the newspaper, ready to be put on a viewer and read.

HOW DO I GET A BACK ISSUE OF A MAGAZINE OR NEWSPAPER?

Ask the librarian. She will have you fill out a request card.

DO THE LIBRARIES SAVE PAMPHLETS, PICTURES, ETC?

Yes, they are stored in a vertical file in folders in a filing cabinet. Those items are too easily damaged to be kept on the shelves with books so they are stored in separate folders arranged alphabetically by subject. Sometimes a card will direct the user to the vertical file to look up the subject in its alphabetical order.

I KNOW I CAN BORROW MOTION PICTURES, FILMSTRIPS, RECORDS AND OTHER AUDIO-VISUAL MATERIALS. HOW CAN I FIND WHAT I WANT?

Audio-visuals are usually stored in separate files. Each type of material is arranged in some convenient manner and is listed in the general catalog or in some special indexes or both.

ABOUT MOTION PICTURES - ARE THERE ANY CAPTIONED FILMS?

The library probably has many movies you would enjoy, such as foreign films with subtitles or the old classics of the silent film age. Every library should be *aware* of Captioned Films for the Deaf. You could talk to the librarian about forming a club in a meeting room in the library so you could use the projector from the library to show captioned films.

YOU MEAN THE LIBRARY HAS A MEETING ROOM WE CAN USE?

Usually, yes. Talk to the librarian about reserving the room for showing films, or for classes in sign language, or for meetings.

HOW DO HEARING PEOPLE USE THE MEETING ROOM?

Libraries often sponsor lectures, demonstrations, or how-to-do-it courses. Sometimes you can meet the authors of best selling books.

CAN DEAF PEOPLE ATTEND SUCH MEETINGS?

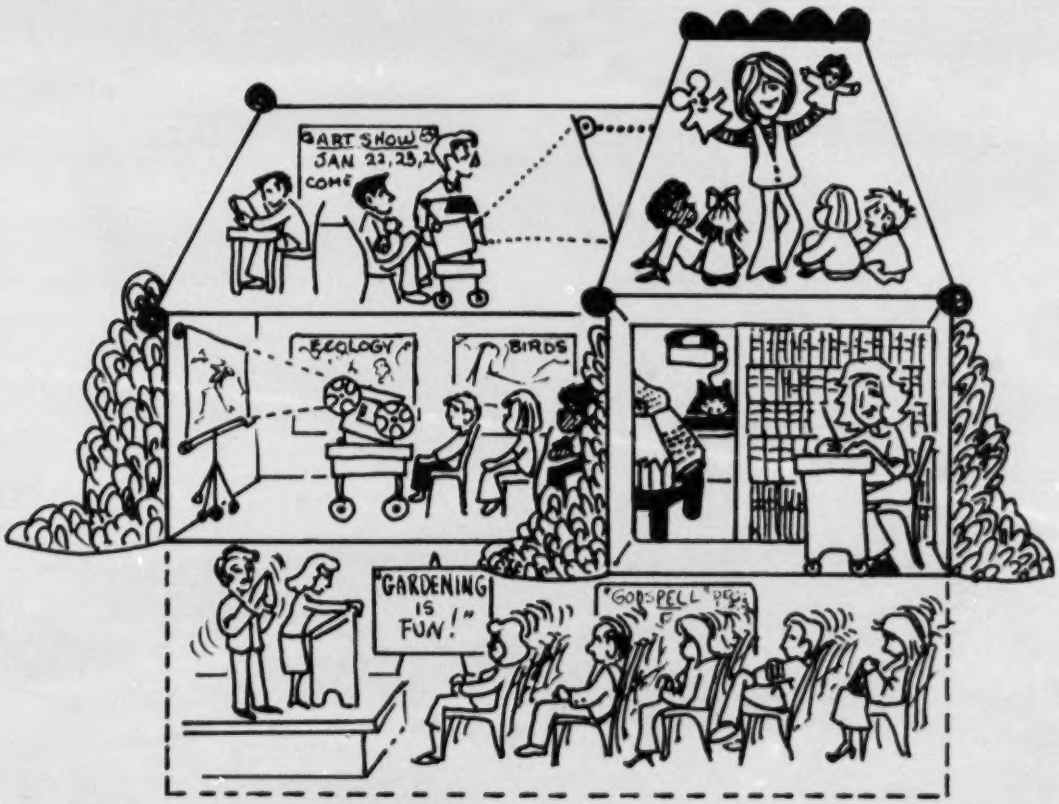
Definitely!

WILL THERE BE AN INTERPRETER?

That depends. Again, the librarian may not know about sign language and interpreters, yet. If the library is sponsoring a program that you and your friends are interested in attending, you should explain to the librarian how an interpreter will help. Perhaps the library can pay for an interpreter or perhaps they can find a volunteer. Some libraries hire interpreters to tell stories to deaf children in sign language.

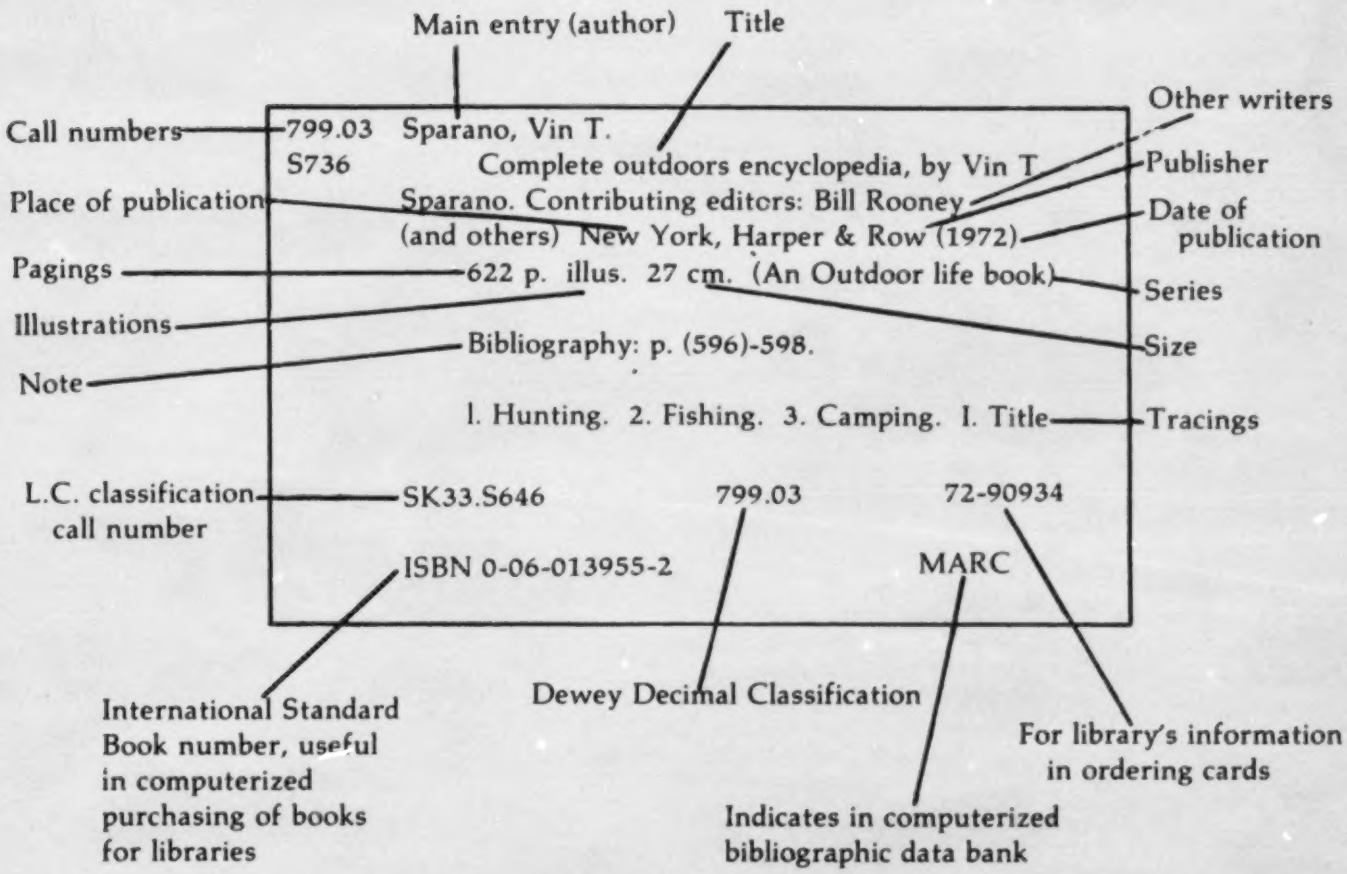
GEE, I HAVE BEEN MISSING MANY GOOD THINGS. I HAD BETTER STUDY MY LIBRARY MORE AND SEE FOR MYSELF WHAT ELSE IT HAS TO OFFER.

Exactly! I haven't told you everything you should know. Each library is different. All are willing to try new programs and services that will benefit the public. Everyone should look around and become familiar with what his library offers. Examine the bulletin boards for announcements. Pick up the pamphlets or maps and guides to your library. If you don't see something you want, tell the librarian about it. If you have questions, ASK the librarians. It is part of the job of librarians to help you; librarians feel very neglected if no one asks for help. Your tax money helped build and stock your library. It belongs to you. Use it often.

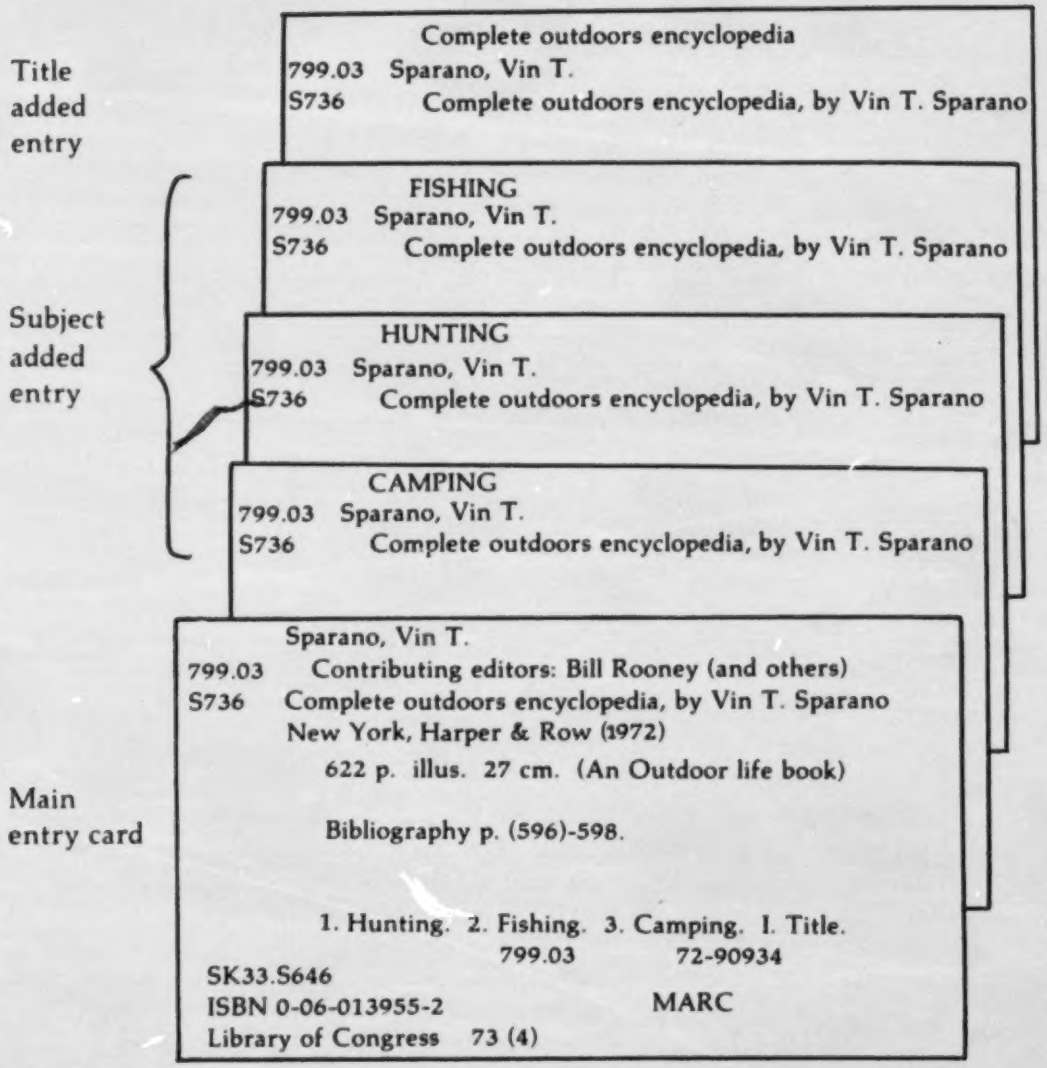


APPENDIX

SAMPLE CATALOG CARD



ADDED ENTRY CARDS


Title added entry
Subject added entry
Main entry card
Complete outdoors encyclopedia
799.03 Sparano, Vin T.
S736 Complete outdoors encyclopedia, by Vin T. Sparano
FISHING
799.03 Sparano, Vin T.
S736 Complete outdoors encyclopedia, by Vin T. Sparano
HUNTING
799.03 Sparano, Vin T.
S736 Complete outdoors encyclopedia, by Vin T. Sparano
CAMPING
799.03 Sparano, Vin T.
S736 Complete outdoors encyclopedia, by Vin T. Sparano
Sparano, Vin T.
799.03 Contributing editors: Bill Rooney (and others)
S736 Complete outdoors encyclopedia, by Vin T. Sparano
New York, Harper & Row (1972)
622 p. illus. 27 cm. (An Outdoor life book)
Bibliography p. (596)-598.
1. Hunting. 2. Fishing. 3. Camping. I. Title.
799.03 72-90934
SK33.S646
ISBN 0-06-013955-2 MARC
Library of Congress 73 (4)

DEWEY DECIMAL CLASSIFICATION OUTLINE

000-099 ----- Many Subjects (general works)
100-199 ----- Man's Ideas (philosophy)
200-299 ----- Religion
300-399 ----- People In Groups (social sciences)
400-499 ----- Language
500-599 ----- Science
600-699 ----- Use Of Science (technology)
700-799 ----- The Arts
800-899 ----- Literature
900-999 ----- History, Geography, Biography

LIBRARY OF CONGRESS CLASSIFICATION OUTLINE

A -------- General Works
B -------- Philosophy, Psychology, Religion
C -------- Auxiliary Sciences of History
D -------- History: General and Old World
E-F ------- History: America
G -------- Geography, Anthropology, Recreation
H -------- Social Sciences
J -------- Political Science
K -------- Law
L -------- Education
M -------- Music and books on music
N -------- Fine Arts
P -------- Language and Literature
Q -------- Science
R -------- Medicine
S -------- Agriculture
T -------- Technology
U -------- Military Science
V -------- Naval Science
Z -------- Bibliography and Library Science

SAMPLE REFERENCE QUESTIONS CALLED OVER THE TELEPHONE TO THE DISTRICT OF COLUMBIA PUBLIC LIBRARY

1. Where can I write for a birth certificate?

2. Do you have a recipe for _____ ?

3. What is the address of _____ company? I want to complain about their product. What is the name of the president of the company?

4. Can I have the address of _____ (college, trade school, correspondence school)?

5. What is the cost of living in _____ ?

6. What is the Blue Book price for my car? It is a 1971 _____ .

7. Can you tell me the background of Dr. X? He is a surgeon.

8. Who is my Congressman? How do I address a letter to him?

9. How many five star generals are there? Their names?

10 Where can I buy an electric car in D.C.?

11. When was _____ (famous person) born? I want the date to determine his astrological sign.

12. What gift is appropriate for the 15th wedding anniversary?

13. Do you have the D.C. Code and Rules and Regulations?

14. Names of the City Council members and their terms of office and wards.

15. Can you help me find the date and page that an article on child abuse appeared in the *Washington Post*?

16. The owner and the address of the owner of the house at _____ _____ St., S.W.?

17. Do you have the latest Sears, Montgomery Ward, and Wm Bell catalogs?

18. Can you tell me how to remove ink marks from a woolen sweater?

19. Can you give me a formula for making soap?

20. Was June 4, 1887, on a Saturday?

21. What does low blood sugar mean?

22. What are the warning signs of cancer?

23. How many centimeters equal one inch?

24. Do you have a schematic diagram for a Panasonic TV model AS96?

25. When was the first bicycle invented?

26. What is the rate of a single room at the Regency Hyatt House in Atlanta, Ga.?

27. What is the address of the nearest accredited school that has a program in Audiology and Speech Pathology?

28. Do you have a list of special-aid devices for the hearing-impaired? Also where to buy a teletypewriter?

29. What is the right word for ear doctor?

30. What famous people were born on July 7th?

31. Is Paul Robeson, the actor, still living?

32. Did Al Capone die in prison?

33. In the name Harry S. Truman, what does the "S" stand for?

34. Do you have any books which give a list of names and their meanings for naming a baby?

35. After what or whom was Orlando, Florida, named?

36. What is the mailing address of the author Saul Bellow? Of the actor Robert Redford?

37. Who was "Wrong Way" Corrigan? How did he get that name?

38. What does the state flag of Montana look like? What is the state flower?

39. How high are the baskets at Capital Center for professional basketball?

40. Where can one get recent sports scores?

41. What are the words to the song "You're a Grand Old Flag?"

42. What was Paul Whiteman's theme song?

43. How many home runs were hit by Roy Sievers in 1959?

44. What book was the movie "Young Philadelphians" based on?

45. Is there a local bicycle club in the D.C. area?

46. Who wrote "Those who cannot remember the past are condemned to repeat it"?

47. Why is the monkey wrench called that?

48. Where can I find an essay by Norman Mailer called "The White Negro"?

49. Who won the Pulitzer Prize for poetry in 1973?

50. What is the address of _____ Press?

51. Who is the City Editor of the *Los Angeles Times* ?

52. In what poem does the phrase "splendor in the grass" appear?

53. Where can I find book reviews of Galbraith's *The Affluent Society*?

54. Who wrote the poem which begins: "If you can keep your head..."?

55. What is the annual subscription rate for *The American Scholor*?

56. What does "ante meridiem" mean?

57. How do you address a judge in a letter?

58. What are the names of the Four Horsemen of the Apocalypse?

59. What is the name of a word that is spelled the same way frontwards and backwards?

60. How do you say Merry Christmas in Italian?

61. What is the origin of the phrase "sixes and sevens"?

62. Which library in the area owns the magazine *Fantastic Worlds*?

63. The name of Hamlet's uncle?

64. What was the original cast of "Waiting for Godot"?

65. What is the distance between Washington, D.C. and New York?

66. Near which big town is Warminster, Pennsylvania located?

67. What is inscribed on the Liberty Bell?

68. Where was the U.S. capital before it was in Washington, D.C.?

69. U.S. casualities in World War II?

70. Date when Titanic sank?

71. Names of the soldiers who raised the flag at Iwo-Jima?

72. Which was the first state to enter the Union?

73. What important events happened on October 22 in the past?

74. What is the county seat of Eldorado County, California?

75. What is the longest river?

76. I would like to read a historical novel about 18th century England; can you recommend one to me?

77. There is a new novel published about a cure for cancer; I don't know the author or title, do you have it?

78. I am looking for a short story about Ireland; can you help me?

79. I would like a simple book for an adult to improve his reading ability.

80. Do you have a simple mathematics book that would help me review different problems?

81. I would like to locate book reviews on the novel *The Exorcist*?

82. What is the address and name of the publisher of *All the President's Men*?

83. What is the population of the United States?

84. What was the price of A.T.T. stock on January 3, 1929?

85. What is the life expectancy of people in the Dominican Republic as compared with the U.S.?

86. How many air miles are there from Moscow to New York City?

87. I need the addresses and telephone numbers of two florists in Chicago.

88. What is the address of the Chamber of Commerce in Winchester, Virginia?

89. What is the ratio of blacks to whites in D.C.?

90. What was the Consumer Price Index in 1955 compared to now?

91. What was the price of bread in 1944?

92. I would like some information about a lawyer named John Jones in Lexington, Virginia. What is the name of his firm? When was he born? Where did he go to school?

93. When a couple become engaged, do the bride's parents call on the groom's parents first?

94. I am looking for a school for an emotionally disturbed 12-year-old girl, preferably a boarding school, not far from Washington, D.C.

95. What is the value of an 1886 nickel?

96. Who was the architect of the Capitol?

97. Who is the current Pope of the Roman Catholic Church?

98. Who are the Mennonities?

99. Do you have books on information on instructions for making banners?

100. Jewish men wear a skullcap. What is the Jewish name for it?

MESSAGE FROM:
DEAF AWARENESS HANDBOOK FOR PUBLIC LIBRARIANS
by Alice Hagemeyer, 1975

Until recently deaf people were considered burdens to society. We were thought to be hopelessly dull and had to accept whatever society offered us. We were supposed to be glad that society at least let us have an existence. Today, it is known that the deaf have normal intelligence. We have as much right as others to enjoy life to the fullest. Every library should reach out to the unreached deaf. Only in this way can the library help to enlarge our minds and our hearts and our spirits. Those who serve us are given the opportunity to learn something about us—the deaf—the forgotten people of society.

FOR FURTHER READING ON USING YOUR LIBRARY

Boyd, Jessie, *Books, libraries and you,* New York, Schribners, 1965.

Compton's encyclopedia and fact index, 1975, vol. 12, pp. 207-247.

Gates, Jean Kay, *Guide to the use of books and libraries,* 3rd ed., New York, McGraw-Hill, 1974.

Katz, William Armstrong, *Introduction to reference work,* New York, McGraw-Hill, 1974.